MS 365 Alert #002

MS 365 ALERT	# 002- 01/25/2021
TITLE:	Attaching files in Outlook (email) "Share as a Link" or "Attach as a Copy"
ALERT:	There have been reports that email recipients were unable to open email attachments. When attaching files in Outlook, it is important to know where the file resides and the appropriate manner to attach it.
ACTION:	When drafting an email and attaching a file, you will note that some of the items displayed show a small cloud overlaying the file icon (ex. Word below). That cloud indicates the file is stored in OneDrive, Teams, or SharePoint Online. When you choose to attach a file with the cloud icon, the recipient will receive a sharing link to the file, but not a copy of the file itself. Cloud files are accessible by internal State of Delaware (@delaware.gov) staff, but not accessible by external email addresses. When attaching a cloud file, you may be prompted to choose "Share as a Link" or "Attach as a Copy." When the recipient's address is external to the State or when you don't want to send a sharing link internally, choose "Attach as Copy." If that prompt is not displayed, then once the file is showing as attached in the email, select the down arrow (\/) and choose "Attach as copy" before Sending.